

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **88-14**

Date: 20 Nov 14

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係（キャンブフォスター建物番号 495、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 121	Position title: Computer Operator, #0173, BWT-1, Grade-5		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, G-1, Installation Personnel Administration Center (IPAC)			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 28 Nov 14	
Summary of duties: Serves as the Information Technology (IT) Assistant in the IPAC providing IT support for internal sections and/or external units in use of IT equipment, application programs and data base management. Function as an Information System Coordinator (ISC) in IPAC to perform IT support assignments that include (1) Customer Support, (2) Internet Support, and (3) System Administration. Work is done independently with guidance from IT Specialist (e.g., MCB G-6 Web programmer, Navy Marine Corps Intranet (NMCI) help desk, EDS technician, Contracting Technical Representative (CTR), and Manpower Information Systems Support Office-27 (MISSO-27). Receives and troubleshoots all manner of problems and questions related to Unit Diary Marine Integrated Personnel System (UD/MIPS) programs. Analyzes, identifies, and troubleshoots minor computer and communication problems. Assist NMCI engineers and technicians with installing UD/MIPS, reconfiguration of client computers, and network setups for optimum system performance. Administers and maintain the records of 229 computers assigned to IPAC organization and requests computer movement when required. Requests activate/deactivate NMCI network user login accounts and control each user's access level to the organization's share folder, updates section's distribution lists and mail boxes. Performs as Government Commercial Purchase Card Holder. Responsible for updating IPAC web site and adds new components to the web page when requested. Resolves a wide variety of Windows server system problems caused by data errors, user errors, hardware malfunctions, and program errors.			
Qualification Requirements 資格条件 1. Must be able to read, write, and communicate fluently in both English & Japanese (LAD-3 or above). 2. Must have two or more year experience and knowledge in responsible IT work (information management system, relational database, and software administration).			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証などのコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2 週間程度は非通知拒否設定を解除していただくようご協力お願いします。